

ADEC Water Program Quality Assurance Project Plan (QAPP) Review Checklist*

Project Title: _____ Date: _____

Reviewed By: _____ Date: _____

ELEMENT	CHECK IF COMPLETED	COMMENTS
A1. Title and Approval Sheet		
Title	<input type="checkbox"/>	
Organization's name	<input type="checkbox"/>	
Dated signature of Organization's Project Manager	<input type="checkbox"/>	
Dated signature of Organization's Project Quality Assurance Officer	<input type="checkbox"/>	
Dated signature of DEC Project Manager	<input type="checkbox"/>	
Dated signature of DEC Quality Assurance Manager	<input type="checkbox"/>	
A2. Table of Contents	<input type="checkbox"/>	
A3. Distribution List (lists all involved with QAPP development)	<input type="checkbox"/>	
A4. Project/Task Organization		
Identifies key individuals, with their responsibilities (data users, decision-makers, project QA manager, subcontractors, etc.)	<input type="checkbox"/>	
Organization chart shows lines of authority and reporting responsibilities.	<input type="checkbox"/>	
A5. Problem Definition/Background and Overall Objective/s		
Clearly states problem or decision to be resolved	<input type="checkbox"/>	
Provides historical and background information	<input type="checkbox"/>	
Provides overall objective/s for study	<input type="checkbox"/>	
A6. Project/Task Description (SUMMARY ONLY)		
Lists measurements to be made	<input type="checkbox"/>	
List sampling locations	<input type="checkbox"/>	
List sampling frequency	<input type="checkbox"/>	
Notes special personnel or equipment requirements	<input type="checkbox"/>	
Provides work schedule	<input type="checkbox"/>	
Notes required project and QA records/reports	<input type="checkbox"/>	
A7. Criteria for Measurement of Data (Performance Standards)		
States and characterizes measurement quality objectives as to applicable action levels or criteria	<input type="checkbox"/>	
States Precision, Accuracy, Representativeness, Comparability and Completeness limits	<input type="checkbox"/>	

ELEMENT	CHECK IF COMPLETED	COMMENTS
A8. Special Training Requirements/Certification Listed		
States how provided, documented, and assured	<input type="checkbox"/>	
A9. Documentation and Records (Summary)		
Lists information and records to be included in data report (e.g., raw data, field logs, results of QC checks, problems encountered and solved)	<input type="checkbox"/>	
States requested lab turnaround time, if applicable	<input type="checkbox"/>	
Gives retention time and location for records and reports	<input type="checkbox"/>	
B1. Sampling Process Design (Experimental Design) (In Detail)		
States the following:		
Type and number of samples required	<input type="checkbox"/>	
Sampling design and rationale	<input type="checkbox"/>	
Sampling locations and frequency	<input type="checkbox"/>	
Sample matrices	<input type="checkbox"/>	
Appropriate validation study information, for non-standard situations	<input type="checkbox"/>	
B2. Sampling Methods Requirements		
Identifies sample collection procedures and methods	<input type="checkbox"/>	
Lists equipment needs	<input type="checkbox"/>	
Identifies support facilities	<input type="checkbox"/>	
IDENTIFIES INDIVIDUAL/S RESPONSIBLE FOR CORRECTIVE ACTION	<input type="checkbox"/>	
Describes process for preparation and decontamination of sampling equipment	<input type="checkbox"/>	
Describes selection and preparation of sample containers and sample volumes	<input type="checkbox"/>	
Describes preservation methods and maximum holding times	<input type="checkbox"/>	
B3. Sample Handling and Custody Requirements		
Notes sample handling requirements	<input type="checkbox"/>	
Notes chain-of-custody procedures, if required	<input type="checkbox"/>	
B4. Analytical Methods Requirements		
Identifies analytical methods to be followed and required equipment	<input type="checkbox"/>	
Lists method detection limits or qualifications/minimum limits	<input type="checkbox"/>	
IDENTIFIES INDIVIDUAL/S RESPONSIBLE FOR CORRECTIVE ACTION	<input type="checkbox"/>	
Specifies needed laboratory turnaround time	<input type="checkbox"/>	
B5. Quality Control Requirements		
Lists Quality Control requirements for both field and lab. Identifies QC procedures and frequency for each sampling, analysis, or measurement technique, as well as associated acceptance criteria and corrective action	<input type="checkbox"/>	
References procedures used to calculate QC statistics including precision and bias/accuracy	<input type="checkbox"/>	

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B6. Instrument/Equipment Testing, Inspection, and Maintenance Requirements		
Identifies acceptance testing of sampling and measurement systems	<input type="checkbox"/>	
Describes equipment preventive and corrective maintenance	<input type="checkbox"/>	
Notes availability and location of spare parts	<input type="checkbox"/>	
IDENTIFIES INDIVIDUAL/S RESPONSIBLE	<input type="checkbox"/>	
B7. Instrument Calibration and Frequency		
Identifies equipment needing calibration and frequency for such calibration	<input type="checkbox"/>	
Notes required calibration standards and/or equipment	<input type="checkbox"/>	
Cites calibration records and manner traceable to equipment	<input type="checkbox"/>	
B8. Inspection/Acceptance Requirements for Supplies and Consumables		
States acceptance criteria for supplies and consumables	<input type="checkbox"/>	
States how records are kept	<input type="checkbox"/>	
Notes responsible individual/s	<input type="checkbox"/>	
B9. Data Acquisition Requirements for Non-direct Measurements		
Identifies type of data needed from non-measurement sources (e.g., computer databases and literature files), along with acceptance criteria for their use	<input type="checkbox"/>	
Describes any limitations of such data	<input type="checkbox"/>	
B10. Data Management		
Describes standard record-keeping and data storage and retrieval requirements	<input type="checkbox"/>	
Checklists or standard forms attached to QAPP (Appendix)	<input type="checkbox"/>	
Describes data handling equipment and procedures used to process, compile, and analyze data (e.g. required computer hardware and software)	<input type="checkbox"/>	
Meets requirements of Statewide Database entry into STORET	<input type="checkbox"/>	
C1. Assessments and Response Actions		
Lists required number, frequency and type of assessments, with approximate dates and names of responsible personnel (assessments include but are not limited to peer reviews, management systems reviews, technical systems audits, performance evaluations, and audits of data quality)	<input type="checkbox"/>	
IDENTIFIES INDIVIDUAL/S RESPONSIBLE FOR CORRECTIVE ACTIONS	<input type="checkbox"/>	
C2. Reports to Management		
Identifies frequency and distribution of reports for:	<input type="checkbox"/>	
Project status	<input type="checkbox"/>	
Results of performance evaluations and audits	<input type="checkbox"/>	
Results of periodic data quality assessments	<input type="checkbox"/>	
Any significant QA problems	<input type="checkbox"/>	
List those who prepare and receive reports	<input type="checkbox"/>	

ELEMENT	CHECK IF COMPLETED	COMMENTS
D1. Data Review, Validation, and Verification		
States criteria for accepting, rejecting, or qualifying data	<input type="checkbox"/>	
Includes project-specific calculations or algorithms	<input type="checkbox"/>	
D2. Validation and Verification Methods		
Describes process for data validation and verification	<input type="checkbox"/>	
IDENTIFIES ISSUE RESOLUTION PROCEDURE AND RESPONSIBLE INDIVIDUAL/S	<input type="checkbox"/>	
Identifies method for conveying these results to data users	<input type="checkbox"/>	
D3. Reconciliation with User Requirements		
Describes process for reconciling project results with project objectives and reporting limitations on use of data	<input type="checkbox"/>	

* These elements, when adequately completed, meet the State and Federal QAPP requirements.

For further guidance see EPA QA/R-5 (<http://www.epa.gov/r10earth/offices/oea/epaqar5.pdf>) and EPA QA/G-5 (<http://www.epa.gov/r10earth/offices/oea/epaqag5.pdf>)